



GOVERNOR'S OFFICE OF EMERGENCY SERVICES LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

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March 6, 2007

TO: Project Directors - RAPE CRISIS PROGRAM
SUBJECT: Fiscal Year 2007/08 Rape Crisis Program Request for Application (RFA)

Enclosed are instructions and forms for the FY 2007/08 Rape Crisis Program RFA. **This document is designed to be completed using the forms posted on the OES website. Users need to use Adobe Acrobat 7.0 or higher in order to save the text of their applications. Users will be able to complete and print forms using Adobe Reader 7.0, but will be unable to save completed forms without Adobe Acrobat 7.0. The Table of Contents, below, states:**

Click ([FORMS](#)) to get the required forms listed below, **or** go to www.oes.ca.gov and select Recipient Handbook, Appendices, and Forms, **or** paste the following link into your browser: www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?Open Form.

This RFA is being issued with the goal of placing grant awards into agreement by July 1, 2007, or upon the signing of the State budget if that occurs after July 1, 2007. To achieve this goal, it is necessary to project grant awards based on FY 2007/08 fund source amounts, although grant awards are contingent upon the availability of funds. Should State or Federal funds allocated for the FY 2007/08 Rape Crisis Program (RC) be less than the FY 2007/08 amounts, you will be notified and grant awards will need to be modified.

Please Note: Submitting information required in this RFA accurately and completely will expedite timely processing of your application. ***Failure to include information in the manner requested may cause a delay in processing your grant application.*** The following items **must** be included as requested.

- **Line-item detail** for each budget item,
- **Mathematical calculations** for all line-item expenses; and
- **Original signatures** by authorized individuals in the correct section(s) on all required forms.

New items and changes in the FY 2007/08 Rape Crisis Program RFA are as follows:

- A. Actual match expenditures must be reported on the OES 201 to meet state and federal match reporting requirements. The following guidelines apply:

Reported match must reflect the actual match expended during the reporting period (i.e., the month for which funds are being requested). Reported match may not be prorated based on the total project match unless it is the "actual match expended". For example, if the value of volunteer hours accrued in the first month (July) of the fiscal year is equal to the TOTAL match needed for the entire FY 2007/07 grant year, the project can report that Match in July and not have to report any further match for the remainder of the 2007/08 grant year. The benefit is that volunteer documentation (crisis line shifts, number of hours worked, volunteer and supervisor signatures, etc.) does not have to be captured/retained for the months when the project is not

reporting Match. Some projects prefer to report an equal amount of volunteer hours on each monthly 201, which is fine as long as the dollar value reported was actually accrued and appropriately documented in the month for which it is reported.

- B. Sexual Assault Response Team (SART) Funds: A 3-year phase out of the Sexual Assault Response Team (SART) Program begins in FY 2007/08, as approved by the State Advisory Committee on Sexual Assault Victim Services (SAC). This RFA distributes one-third of the SART Program funds to the 62 Rape Crisis Centers that do not have a separate SART grant. These amount of these additional "SART" funds is included with grant award amounts in Attachment A, and shown separately in Attachment A1. This increase is included in either your VOCA or VAWA FY 2007/08 allocation. All centers should use the total grant award amount in the Attachment A chart for their FY 2007/08 budget.
- C. Rape Crisis Funding Formula: As approved by the SAC at their March 2, 2007 meeting, the level of funding will not change from FY 2006/07, and until a new funding formula is established. The FY 2007/08 Fund Chart (Attachment A) shows the FY 2007/08 allocation to every Center, and includes "SART" fund increases to the 62 Centers that do not have a separate SART grant.
- D. Budget line items should contain no reference to rape prevention education or self-defense.
- E. Staff expenses may be charged to the Rape Crisis grant and another fund source if the person's job duties at your agency are divided between two fund sources, such as rape crisis and rape prevention or domestic violence activities. In such cases, the job description and line-item calculation is to include only information related to the Rape Crisis Program with line-item detail that indicates the amount of time the person is employed at your agency. For example, a person employed full time with duties divided between two grants should be displayed as follows:

CORRECT

Counselor/Advocate: 0.5 FTE x 12 months x \$3,000/month Crisis intervention/counseling/accompaniment with sexual assault victims and community education programs.	\$18,000
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INCORRECT

Counselor/Advocate: 100% time x 12 months @ \$1,500/month Crisis intervention/counseling/accompaniment with sexual assault victims OR Counselor/Advocate: 1 FTE x 12 months x \$3,000/month @ 50% time Crisis intervention/counseling/accompaniment with sexual assault victims, community and rape prevention education.	\$18,000
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- F. Advances can be issued for 17% of the State funds in your grant award. Federal regulations prohibit paying advances with VOCA and VAWA funds.
- G. Project Contact Information form: If your agency uses a P.O. Box address, a street address must also be included on this form for UPS delivery and site visit purposes.
- H. VAWA-funded projects must complete a separate federally required report for January through December of each year. Your Program Specialist will provide any needed assistance.

Applications are due by **5:00 p.m. on April 10, 2007**. Delivery options are listed on in Part I, Section C (page 1) of this RFA. Please direct questions to your Program Specialist or the Sexual Assault Section at (916) 324-9120.

Sincerely,

Linda Bowen, Chief
Sexual Assault Section

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**RAPE CRISIS PROGRAM
REQUEST FOR APPLICATION
FY 2007/2008**

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Service Standards for the Operations of Rape Crisis Centers	Attachment B
Appendix 1 – California Evidence Code 1035-1036	
Appendix 2 – California Penal Code 13836-13837	
Objectives/Activities	Attachment C

- IV. **FORMS** - Click (FORMS) to get the required forms listed below, **or** go to www.oes.ca.gov and select *Recipient Handbook, Appendices, and Forms*, **or** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

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GRANT AWARD FACE SHEET AND INSTRUCTIONS

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**



**RAPE CRISIS PROGRAM
REQUEST FOR APPLICATION**

MARCH 2007

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**RAPE CRISIS PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbook Appendices and Forms."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to your Program Specialist or to the Sexual Assault Section at (916) 324-9120.

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by April 10, 2007**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Rape Crisis Program, Sexual Assault Section

2. Hand delivered by **5:00 p.m. on April 10, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Rape Crisis Program, Sexual Assault Section

D. ELIGIBILITY

Only Rape Crisis Program grantees funded in FY 2006/07 are eligible to apply.

Grantees that are Community Based Organizations (CBO) must be active California nonprofit corporations in good standing. The Application Appendix must include a copy of the most recently filed version of **one** of the following forms:

- IRS Form 990;
- State of California, Franchise Tax Board Form 199; or
- State of California, Board of Charitable Trusts Form CT2.

E. FUNDS

The grant period will begin **July 1, 2007 and end June 30, 2008**. Projects must budget for a **12-month** period. The amount of funding for which applicants may apply is listed on the FY 2007/08 Funding Chart (Attachment A), which shows the type and amount of funds assigned to each project.

Continuation funding is contingent upon the availability of funds and satisfactory performance. Competition for Program funds will occur if one of the following circumstances occur:

- additional funding is received that allows for the establishment of new service areas (e.g., a satellite office or new rape crisis center in unserved or underserved areas),
- a currently funded rape crisis project curtails provision of services, or
- a currently funded rape crisis project is de-funded by OES.

F. PROGRAM INFORMATION

1. Program Guidelines

The Service Standards for the Operation of Rape Crisis Centers (Attachment B), hereinafter referred to as Service Standards, must be adhered to by all OES funded rape crisis centers. The service components and standards discussed in the Service Standards are central to the operation of rape crisis centers, whose mission is to be responsive to the rights and needs of sexual assault victims. The Service Standards should be reviewed in order to fully understand and prepare an application that is responsive to this RFA.

2. Americans with Disabilities Act

Applicants must be in compliance with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, et seq. and Title 28 of the Code of Federal Regulations, part 35. The applicant shall operate so that each service is accessible to and usable by individuals with disabilities. Applicants may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

Applicants must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telecommunications systems for communications by telephone. Applicants must also ensure that individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. This includes all written materials (i.e. brochures, applications, consents, videos, etc.).

Applicants must ensure that all aspects of employment comply with ADA, including the application process (recruitment, hiring) and employment tasks.

3. Source and Use of Funds - State and federal funds available for FY 2007/08 are as follows:

a. State Penalty Assessment Funds and General Fund

The Penalty Assessment Funds are based on penalties levied against persons convicted of state crimes. A small portion (\$50,000) comes from the State General Fund. The use of these funds is restricted to operation of the 24-hour crisis line, follow-up counseling services, in-person counseling services, accompaniment services, advocacy services, information and referral services, and community education programs. All of these services and programs must be sexual assault specific. State funds may also be used to provide bednight services for sexual assault victims. Reasonable administrative expenses that appropriately support these services are allowable. If a project needs to use OES-State funds to match non-OES grants, they should contact their Program Specialist for assistance in completion of paperwork needed to obtain written approval from OES, as provided in *Grant Recipient Handbook* Section 6522.

b. Federal Victims of Crime Act (VOCA)

The VOCA grant program is authorized by the Victims of Crime Act of 1984, as amended, 42 U.S.C. 10601, *et seq.* VOCA authorizes federal financial assistance to states for the purpose of compensating and assisting victims of crime, providing funds for training and technical assistance, and assisting victims of federal crimes. The following guidelines apply to VOCA funds:

- Funds may be used for organizational memberships in no more than three national or state criminal justice or victims' organizations per year.
- Funds are restricted to the provision of direct services for crime victims.
- Funds may be used for administrative costs supporting direct client services, e.g. data collection.
- Funds may be used for air conditioning equipment offering climate comfort for clients.
- Funds may NOT be used for indirect costs, which must be computed using the rate specified in the Grant Recipient Handbook, Section 2220, and must be paid with other fund sources.
- Funds may NOT support services and activities to incarcerated individuals even when the service pertains to the victimization of that individual.
- Funds may be used for costs related to conducting community and school presentations when the primary purpose of the presentation is to identify crime victims and provide, or refer, victims to needed services (e.g., salaries, materials, brochures and newspaper notices).
- Applicants must use volunteers unless there is a compelling reason to waive this requirement.
- Applicants must not charge crime victims for services under the RCC Program.
- Applicants must help victims apply for compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensations,

assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status. To that end, applicants must collaborate with their local victim/witness agency, and provide a Memorandum of Understanding (MOU) between the applicant and the local victim/witness agency.

- Applicants must promote coordinated public/private efforts to aid crime victims (participate on state/federal/local task forces, commissions, working groups, coalitions, etc.), and develop written agreements contributing to better services for crime victims. These types of activities benefit crime victims and must be undertaken by victim service organizations in order to be eligible to receive VOCA funds. Therefore, these types of activities may not be supported with VOCA funds, which are restricted in their use to provision of direct victim services.
- Applicants must comply with the National Historic Preservation Act (16 U.S.C., Section 470, et seq., as amended), which states prior to use of grant funds to renovate, alter, or otherwise improve the exterior or interior of a building, applicants must notify OES for approval. Applicants must also maintain records establishing all proposed renovation work.
- Applicants must complete the Certification Regarding Environmental Tobacco Smoke Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and or the imposition of an administrative compliance order on the responsible entity.
- Original publications (written, visual or sound) produced in whole or in part with VOCA funds must contain the following statement:

Funding is made possible through the United States Department of Justice, Victims of Crime Act, 2002-VA-GX-4006.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language in this certification be included in any sub-awards which contain provisions for the sexual assault services and that all sub-grantees shall certify accordingly.

c. Violence Against Women Act – Services*Training*Officers*Prosecution (VAWA S*T*O*P)

S*T*O*P is one of the many programs contained within the VAWA. The purpose of the VAWA S*T*O*P Program is to assist State and local governments to develop and strengthen effective criminal justice strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women, including sexual assault, domestic violence, and stalking. **VAWA S*T*O*P funds can support services to incarcerated women.**

VAWA STOP requires a 25% match of non-profit victim service organizations. OES, as the state grantee and administrator of VAWA STOP funds, is meeting the match requirement on behalf of the victim services organizations and intends to continue doing so to the extent possible. However, if this is no longer possible in the future, applicable victim services projects will be notified and budgets will need to be modified to incorporate the 25% cash or in-kind match requirement.

Original publications (written, visual, or sound) produced in whole or in part with S*T*O*P funds must contain the following statement:

“This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice, and through Grant Award Number _____ from the California Governor’s Office of Emergency Services (OES). Points of view, opinions, findings and conclusions in this publication are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or of OES. OES reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so.”

4. Closure of Rape Crisis Center During Holidays and Emergency Closure

To be exempted from the statutory requirement that Rape Crisis Center business offices be open during regular business hours, projects must submit the following information in writing two weeks prior to a requested closure:

- dates and times the office will be closed;
- confirmation that the Crisis Line will remain covered 24-hours per day;
- confirmation that appropriate signage will be posted on the business office door in the predominate languages of the service area indicating the dates the office will be closed; when it will reopen; and the telephone number to call for immediate assistance; and
- a brief description of how services, (e.g., accompaniment, advocacy, information and referral, and any support groups that are being cancelled) will be provided.

G. PREPARING AN APPLICATION

For clarity, the forms in Part IV - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application. Please provide the seven required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Budget (OES A303a-c);
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**RAPE CRISIS PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)) and plain 8½" x 11" white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE - PLAN

1. Objectives and Activities- 12-month grant period

Objectives and Activities must be updated for the 12-month FY2007/08 grant period. The wording for the **six** mandatory objectives is provided in Attachment C. Each objective must include activities that describe the steps necessary to achieve the objective, with Objectives on the left side and Activities on the right side of the page.

As recommended to the State Advisory Committee on Sexual Assault Victim Services Program by the SART Work Group, a 3-year phase-out of the SART Program will begin in fiscal year 2007/08. The funds from this phase-out will be incorporated into the Rape Crisis Program funding allocation and are included in this RFP. In tandem with this additional funding, projects will be required to submit and report on an additional Objective: This additional **seventh** objective is included in this RFA. This objective is to be completed by those projects **NOT** receiving **separate** SART project funding. (The 22 projects receiving separate funding should not complete this objective as this work is currently being reported under that separate grant award.)

Services are to be delivered in a manner consistent with the *Service Standards*.

2. Human Relations Training

All staff and volunteers working with sexual assault victims must receive Human Relations Training on an annual basis. This training is in addition to the mandated 40-hour sexual assault counselor training. (See Service Standards, Attachment B, Page 29)

Applicants must **describe the content and provide the title** of the Human Relations Training planned for FY 2007/08. The training must focus on group(s) in your service area that have experienced discrimination and prejudice, and how the discrimination and prejudice affects the delivery of sexual assault services. The following are suggested, not required, topics:

- gay men;
- lesbian survivors;
- HIV/AIDS – stereotyping and discrimination;
- disabled victims;
- mentally ill victims;
- oppression and sexual assault trauma;
- homophobia;
- elderly victims;
- sexual assault as it relates to different cultures and ethnicities;
- sex industry workers.

3. Diversity in Services and Operations/Services to Marginalized Populations

- a. Proportionate ethnic/racial representation – Rape Crisis Centers must include members of minority groups in their services and operations who proportionately represent the ethnic/racial demographics of their service area (Service Standards D.3. and E.3.a).

(1) Discuss your agency's efforts to achieve this goal (e.g., a plan adopted by the governing board to meet the recruiting criteria, recruitment efforts in ethnic newspapers and newspapers of general circulation, outreach to local leaders and community groups, outreach to business and professional organizations, outreach to local colleges/universities, etc.).

(2) Complete the Diversity in Services and Operations chart (Part III, Forms, page 43) and insert it in the Narrative section of your application immediately following your response to (a) above.

- b. Marginalized Populations – Discuss your agency's outreach efforts to marginalized groups in your service area (e.g., low-income, single parents, LGBTQ, etc.).

4. Project Summary

Complete Project Summary Form (Part III, Forms) and include in Application Appendix.

IMPLEMENTATION:

1. Organizational Chart

The Application Appendix must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and the lines of supervision. Job titles on the organizational chart must match those in the Budget.

2. Operational Agreements

Operational Agreements (OA's) demonstrate a formal system of networking and coordination between other agencies and the project. OA's must: (1) describe plans for coordination of services; (2) identify who provides which services; (3) specify what those services are; (4) be effective for the current grant year; and (5) be signed and dated by both parties, and indicate the titles and agencies of those signing. A Sample Operational Agreement is included in Part III.

Complete the Operational Agreement Summary Form (Part III) and include it in the Application Appendix. List those agencies, organizations and individuals with whom the

project must have OA's for FY 2007/08 and the years covered by those agreements (one, two or three years). A new OA need not be obtained if the current one covers FY 2007/08. When this is not the case, a new OA for FY 2007/08 (at a minimum) must be obtained. OA's must be on file at the project and available for OES review by July 1, 2007.

a) Maintain on file, but **do not submit** the following OA's with this Application:

- law enforcement agencies,
- prosecutor's offices,
- medical providers that conduct forensic sexual assault examinations,
- Victim/Witness Assistance Projects, and/or
- therapists and/or mental health providers to which the applicant refers long-term counseling or therapy services, if applicable.

b) The Services Standards require that Advocacy and Accompaniment services are available 24-hours/day, seven days/week (24/7). OA's for either of these services **must** address how 24/7 coverage will be provided. **Do** submit OA's in the Application Appendix, if Advocacy or Accompaniment services are referred.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select “*Recipient Handbook, Appendices, and Forms*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1- subsection B of this RFA should you have additional budget questions.

1. Specific Budget Categories

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant

services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

Rental space for sexual assault counselor trainings/meetings, counseling rooms, and other required space (not for self-defense training or workshops) may be included in the grant budget, providing it is based on actual costs to the grantee and not reimbursed by any other source (Grant Recipient Handbook, Section 2232.1). As with all budgeted items, this expense must be accompanied by thorough line-item detail that includes:

- Justification for charging these costs to this grant;

- Need for the space;
- How the space relates to the project's objectives; and
- Why the space cannot be provided at no cost to the grant.

Applicants must submit their budget on the budget pages included in Part III, or an identical computer-generated form. These pages require that the funding source and amount be identified for each line item. The total for each of the funding source columns must match the amount listed for your project on the funding chart (Attachment A). Please refer to Source and Use of Funds, Section F. 3., for detailed information regarding specific fund source requirements. Job titles in the Budget must match those in the Budget Narrative and on the Organizational Chart. Each budgeted item requires line-item detail showing the method of calculation and a brief justification for the item.

Line Item Detail and Justification Example:

The following table illustrates examples of correct vs. incorrect line-item detail:

<u>Correct</u>	
BUDGET CATEGORY AND LINE ITEM DETAIL	TOTAL
<u>Travel</u> : 500 miles/mo. x .48.5 per mi. x 12 months Travel Mileage to meet and accompany victims, to provide community education programs and attend project-related meetings.	\$2,910.00
<u>Supplies</u> : Approximately \$250/mo x 12 months Includes desk-top supplies, copier/printer/FAX supplies, and general office consumable supplies	3,000.00

<u>Incorrect</u>	
BUDGET CATEGORY AND LINE ITEM DETAIL	TOTAL
<u>Travel</u> : Travel to hospital and speaking engagements	\$2,910.00
<u>Supplies</u> : Office supplies	3,000.00

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having ***a useful life of more than one year*** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

2. Fiscal Year 2007/08 Trainings

Rape Crisis Regional Trainings

Six one-day Regional Trainings are planned for FY 2007/08.

Training dates, registration information, and locations will be sent when determined.

Applicants must budget sufficient travel and per diem for at least one person to attend one of the Rape Crisis Regional Trainings.

C. **APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)).
- Noncompetitive Bid Request
- Project Summary Form
- Out of State Travel Request, OES 700
- Emergency Fund Procedures
- Project Service Area Information
- Computer and Automated Systems Purchase Justification Guidelines

RAPE CRISIS PROGRAM REQUEST FOR APPLICATION

PART III – ADDITIONAL INFORMATION

The applicant is strongly encouraged to review the following sections in preparing the application.

- A. Finalizing the Grant Award Agreement
- B. Administrative Requirements
- C. Budget Policy
- D. Glossary of Terms

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. OES does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Grant Award Conditions

OES may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by OES.

3. Grant Award Agreements

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received and the State Budget is finalized, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

4. Grant Award Amounts

When the amount of funds available is limited, OES may reduce the amount of the grant award from the amount requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

1. The Recipient Handbook (RH)

The *Recipient Handbook* is accessible on the OES Internet website at www.oes.ca.gov by selecting “*Recipient Handbook, Appendices and Forms*.” The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* (RH) by referencing the handbook section number.

2. Internet Access (RH 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the terms of the program.

3. Progress Reports and Data Collection (RH 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201) (RH 6300)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form OES 201 will result in the withholding of funds and may result in the recommendation to OES' Executive Director for termination of the grant award.

5. Technical Assistance/Site Visits (RH 10300)

Funding projects are assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement.

New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (RH 10400)

A monitoring visit is an onsite assessment by OES staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

7. Bonding Requirements (RH 2160)

Private community-based organizations (CBO) and American Indian organizations are required to obtain and send to OES a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Emergency Services" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

8. Audit Requirements (RH 8100)

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the *RH* Section 2234.

9. Copyrights, Rights in Data, and Patents (RH 5300)

OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

10. Source Documentation (RH 10111)

Recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the terms of the

program. Recipients will be required to have written job descriptions on file for positions funded by OES detailing specific grant-related activities to achieve project objectives.

C. BUDGET POLICY

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.oes.ca.gov by selecting “*Recipient Handbook, Appendices and Forms*.”

1. Supplanting Prohibited (RH 1313)

Grant funds must be used to supplement existing funds for program activities and **not replace** funds appropriated for the same purpose. A written certification must be provided to OES indicating the grant funds will not be used to supplant existing funds. Supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1313 of the *Recipient Handbook*.

2. Project Income (RH 6610)

Project income such as client fees and fees for services provided by the project (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds unless otherwise specified in the RFA instructions.

3. Contract and Procurement (RH 3400)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by OES program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000, which requires prior OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. Match Policies (RH 6500)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match specified in the budget will become part of the grant award. (Specific instructions for calculating the match are provided in Sections 6550 – 6550.2 of the *Recipient Handbook*.)

5. Travel Policies

The following is OES' current travel policy:

a. Selection of Travel Policy (RH 2236)

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBO)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel Policy (RH 2236.2)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for OES approval.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 48.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

Total is \$40.00 for a 24-hour period.

4) Lodging

The maximum allowed lodging rate is \$84.00, plus applicable taxes (except as noted below). Lodging receipts are required for reimbursement.

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc. which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the operating expenses category of the grant budgets.

7. Consultant Services (RH 3710)

Consultant services are provided on a contractual basis by individuals or organizations not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or,
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government can not provide services without this cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (RH 3710.2)

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Medical Doctor (MD)];
- rate of pay per hour, including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation);
- justification for why this cost cannot be paid with county funds (attach the justification to OES A303b).

8. Facility Rental (RH 2232)

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

a. Rental Space for Training and Counseling Rooms

Rental space for training and individual and/or group counseling rooms may also be charged to the grant providing the charge is based on actual costs and not reimbursed by other source.

9. Rented or Leased Equipment (RH 2233)

An explanation and cost analysis is required when equipment rented or leased. This analysis must demonstrate it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by OES prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (RH 2220)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs if allowable by the funding source.

11. Audits (RH 8150)

OES projects expending \$25,000 or more of OES grant awards are required to complete and audit. The project may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- if the total amount of the grant is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- if the total amount of the grant is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

12. Equipment (RH 2300)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment may be budgeted if it is essential to the implementation of the project and to be used solely for project activities. Grant funds may not be used to reimburse the project for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by OES is required.

Equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the project at the end of the grant period.

Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

b. Computers (RH 2340)

1) Community-Based Organization (RH 2242.1)

Community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required. The Recipient will be sent instructions for preparing the justification.

2) Units of Government (RH 2342.2)

Units of government may budget for computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required. The Recipient will be sent instructions for preparing the justification.

3) Computer Purchase Justification (RH 2341)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. The Recipient will be sent instructions for preparing the justification.

c. Automobiles (RH 2331)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobiles usage during work hours. A cost analysis for automobile purchase as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by OES's program staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (RH 2240)

a. Lobbying (RH 2242)

Refer to RH 2242.1 for an extensive list of prohibited activities.

b. Fundraising (RH 2243)

OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

c. Real Property and Improvements (*RH 2244*)

Real property including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

d. Interest (*RH 2245*)

The cost of interest payments is not an allowable expenditure unless the cost is a result of a lease/purchase agreement.

e. Food and Beverages (*RH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

f. Weapons and Ammunition (*RH 2247*)

The cost of weapons and/or ammunition of any type are not an allowable expenditures unless they are part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

g. Membership Dues (*RH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

h. Professional License (*RH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

i. Annual Professional Dues or Fees (*RH 2248*)

The cost of professional dues or fees are not allowable expenditures unless it is part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

j. Charges, Fees and Penalties (*RH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

k. Depreciation (*RH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or action a project takes to achieve a measurable objective.
Application	Once selected for funding, the original proposal and additional forms as required by OES becomes the application. This application, once signed by the OES director or designee and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A documented, tax exempt, nonprofit, public benefit corporation serving the community. This term is used synonymously with nonprofit organization.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan analyzing the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed agreement between OES and the local government agency or organization authorized to accept grant funding.
Grant Award Forms	The forms needed to prepare an application or proposal. They may be accessed on the OES website under " <i>Recipient Handbook, Appendices and Forms</i> " (FORMS)
Grant Funding Cycle	The number of years a program may be funded without soliciting a new competitive Request for Proposal. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA) which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Noncompetitive Bid Contract	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization	A documented, tax exempt, nonprofit, public benefit corporation serving the community. The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.

Term	Definition
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project, including the transfer of grant funds when appropriate. This includes MOUs, Letters of Intent, etc.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of law enforcement or victim services and supported by an appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a funded state or local government agency or CBO.
Proposal	The packet of information and forms required by the RFP and submitted to OES which specifies the priorities, strategies and objectives of the applicant.
Recipient	The agency or organization designated on the Grant Award Face Sheet which receives the grant funds and who will be responsible for accomplishing the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Recipient Handbook	This handbook outlines the administrative and fiscal terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these conditions. The <i>Recipient Handbook</i> is accessible on the OES website at www.oes.ca.gov by selecting "Recipient Handbook, Appendices, and Forms."
Request for Application (RFA)	The RFA is a packet of instructions and forms issued by OES to obtain applications from applicants through a noncompetitive process.
Request for Proposal (RFP)	The RFP is a packet of instructions and forms issued by OES to solicit competitive proposals in order to select projects for funding.
Supplanting	Supplanting is the deliberate reduction of federal, state, or local funds due to the existence of OES funds thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, OES policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.

FY 2007/08 FUND CHART

Attachment A
Page 1 of 2

RECIPIENT AWARD NUMBER	RECIPIENT	TOTAL 1st FUND SOURCE	MATCH	TOTAL 3rd FUND SOURCE	TOTAL 4th FUND SOURCE	TOTAL 5th FUND SOURCE	TOTAL PROJECT COST
	<i>(Exactly as #1 on grant award face sheet)</i>	VOCA 2007		Victim Witness Assist. RCP	VAWA 2007	RCP-GF	
RC 7 19 1261	A Woman's Place of Merced County	\$134,872.00	\$33,718	\$52,160.00	\$0.00	\$0.00	\$220,750
RC 7 23 0010	Alameda County Medical Center	\$181,784.00	\$45,446	\$16,407.00	\$0.00	\$50,000.00	\$293,637
RC 7 19 1180	Alliance Against Family Violence & Sexual Assault	\$142,135.00	\$35,534	\$51,929.00	\$0.00	\$0.00	\$229,598
RC 7 10 1644	Antelope Valley Health Care District	\$117,422.00	\$29,356	\$42,891.00	\$0.00	\$0.00	\$189,669
RC 7 27 1007	Bay Area Women Against Rape	\$156,395.00	\$39,099	\$60,484.00	\$0.00	\$0.00	\$255,978
RC 7 19 1326	C.A.S.A. of SouthWest Riverside	\$138,909.00	\$34,727	\$50,742.00	\$0.00	\$0.00	\$224,378
RC 7 27 1031	Casa de Esperanza, Inc.	\$98,607.00	\$24,652	\$36,026.00	\$0.00	\$0.00	\$159,285
RC 7 27 1023	Center for Community Solutions A - San Diego	\$0.00	\$0	\$53,116.00	\$137,342.00	\$0.00	\$190,458
RC 7 10 1023	Center for Community Solutions B - East	\$0.00	\$0	\$37,559.00	\$102,808.00	\$0.00	\$140,367
RC 7 6 1023	Center for Community Solutions C - NorthEast	\$0.00	\$0	\$42,201.00	\$109,119.00	\$0.00	\$151,320
RC 7 27 1001	Center for Pacific Asian Family	\$67,547.00	\$16,887	\$24,671.00	\$0.00	\$0.00	\$109,105
RC 7 16 1481	Coalition to End Family Violence	\$154,507.00	\$38,627	\$56,438.00	\$0.00	\$0.00	\$249,572
RC 7 21 1245	Community Action Partnership of Madera County	\$93,420.00	\$23,355	\$34,128.00	\$0.00	\$0.00	\$150,903
RC 7 27 1039	Community Service Programs, Inc. A (North)	\$179,826.00	\$44,957	\$65,696.00	\$0.00	\$0.00	\$290,479
RC 7 13 1039	Community Service Programs, Inc. B (South)	\$122,003.00	\$30,501	\$44,571.00	\$0.00	\$0.00	\$197,075
RC 7 21 1043	Community Solutions for Children Families and Individuals A (Hollister)	\$83,661.00	\$20,915	\$30,567.00	\$0.00	\$0.00	\$135,143
RC 7 10 1043	Community Solutions for Children Families and Individuals B (S.Benito)	\$67,547.00	\$16,887	\$24,671.00	\$0.00	\$0.00	\$109,105
RC 7 27 1108	Community Violence Solutions A (S.Pablo)	\$153,336.00	\$38,334	\$59,302.00	\$0.00	\$0.00	\$250,972
RC 7 15 1108	Community Violence Solutions B (Marin)	\$110,346.00	\$27,587	\$42,675.00	\$0.00	\$0.00	\$180,608
RC 7 20 1108	Community Violence Solutions C	\$84,547.00	\$21,137	\$32,698.00	\$0.00	\$0.00	\$138,382
RC 7 19 1329	Domestic Violence and Sexual Assault Coalition	\$120,043.00	\$30,011	\$43,859.00	\$0.00	\$0.00	\$193,913
RC 7 27 1022	East Los Angeles Women's Center	\$172,680.00	\$43,170	\$63,084.00	\$0.00	\$0.00	\$278,934
RC 7 23 1118	El Dorado Women's Center	\$103,832.00	\$25,958	\$37,925.00	\$0.00	\$0.00	\$167,715
RC 7 16 1248	Family Services of Tulare County	\$117,703.00	\$29,426	\$45,520.00	\$0.00	\$0.00	\$192,649
RC 7 25 1264	Haven Women's Center of Stanislaus	\$138,909.00	\$34,727	\$50,742.00	\$0.00	\$0.00	\$224,378
RC 7 19 1175	Human Resources Council	\$109,672.00	\$27,418	\$40,061.00	\$0.00	\$0.00	\$177,151
RC 7 17 1193	Human Response Network	\$81,741.00	\$20,435	\$29,855.00	\$0.00	\$0.00	\$132,031
RC 7 12 1580	Kings Community Action Organization, Inc.	\$67,547.00	\$16,887	\$24,671.00	\$0.00	\$0.00	\$109,105
RC 7 10 1641	Lake Family Resource Center	\$67,547.00	\$16,887	\$24,671.00	\$0.00	\$0.00	\$109,105
RC 7 14 1209	Lassen Family Services, Inc.	\$83,007.00	\$20,752	\$30,330.00	\$0.00	\$0.00	\$134,089
RC 7 23 1051	Martin Luther King Legacy Association	\$124,499.00	\$31,125	\$45,520.00	\$0.00	\$0.00	\$201,144
RC 7 27 1013	Monterey Rape Crisis Center	\$116,474.00	\$29,119	\$45,046.00	\$0.00	\$0.00	\$190,639
RC 7 12 1508	Mountain Women's Resource Center	\$101,219.00	\$25,305	\$36,976.00	\$0.00	\$0.00	\$163,500
RC 7 27 1009	North Coast Rape Crisis Team A (Humboldt)	\$143,469.00	\$35,867	\$55,485.00	\$0.00	\$0.00	\$234,821
RC 7 19 1009	North Coast Rape Crisis Team B	\$93,420.00	\$23,355	\$34,128.00	\$0.00	\$0.00	\$150,903
RC 7 27 1011	North County Rape Crisis & Child Protection Center	\$110,346.00	\$27,587	\$42,675.00	\$0.00	\$0.00	\$180,608
RC 7 10 1628	Operation Care	\$98,607.00	\$24,652	\$36,026.00	\$0.00	\$0.00	\$159,285
RC 7 27 1004	Peace Over Violence A	\$175,835.00	\$43,959	\$68,003.00	\$0.00	\$0.00	\$287,797
RC 7 12 1004	Peace Over Violence B (WSGV)	\$153,336.00	\$38,334	\$59,302.00	\$0.00	\$0.00	\$250,972
RC 7 18 1042	Placer Women's Center, Inc.	\$97,300.00	\$24,325	\$35,551.00	\$0.00	\$0.00	\$157,176
RC 7 11 1629	Plumas Crisis Intervention & Resource Center A	\$67,547.00	\$16,887	\$24,671.00	\$0.00	\$0.00	\$109,105
RC 7 8 1629	Plumas Crisis Intervention & Resource Center B	\$67,547.00	\$16,887	\$24,671.00	\$0.00	\$0.00	\$109,105
RC 7 27 1030	Project Sanctuary, Inc. A (Ukiah)	\$99,913.00	\$24,978	\$36,501.00	\$0.00	\$0.00	\$161,392
RC 7 18 1030	Project Sanctuary, Inc. B (Fort Bragg)	\$83,007.00	\$20,752	\$30,330.00	\$0.00	\$0.00	\$134,089

FY 2007/08 FUND CHART

RECIPIENT AWARD NUMBER	RECIPIENT	TOTAL 1st FUND SOURCE	MATCH	TOTAL 3rd FUND SOURCE	TOTAL 4th FUND SOURCE	TOTAL 5th FUND SOURCE	TOTAL PROJECT COST
	<i>(Exactly as #1 on grant award face sheet)</i>	VOCA 2007		Victim Witness Assist. RCP	VAWA 2007	RCP-GF	
RC 7 19 1325	Project SISTER SA Crisis & Prevention Services	\$171,374.00	\$42,844	\$62,610.00	\$0.00	\$0.00	\$276,828
RC 7 27 1019	Rape Counseling Services of Fresno, Inc. A	\$180,448.00	\$45,112	\$69,787.00	\$0.00	\$0.00	\$295,347
RC 7 10 1019	Rape Counseling Services of Fresno, Inc. B (West)	\$100,829.00	\$25,207	\$36,840.00	\$0.00	\$0.00	\$162,876
RC 7 27 1085	Rape Crisis Intervention A	\$129,803.00	\$32,451	\$47,419.00	\$0.00	\$0.00	\$209,673
RC 7 18 1085	Rape Crisis Intervention B	\$103,832.00	\$25,958	\$37,925.00	\$0.00	\$0.00	\$167,715
RC 7 13 1552	Rape Trauma Services: Center for Healing & Violence Prevention	\$155,774.00	\$38,944	\$56,913.00	\$0.00	\$0.00	\$251,631
RC 7 23 1107	Rape Treatment Center/Santa Monica	\$186,148.00	\$46,537	\$68,003.00	\$0.00	\$0.00	\$300,688
RC 7 27 1021	Riverside Area Rape Crisis Center	\$145,403.00	\$36,351	\$53,116.00	\$0.00	\$0.00	\$234,870
RC 7 18 1438	Safequest Solano, Inc.	\$127,190.00	\$31,798	\$46,470.00	\$0.00	\$0.00	\$205,458
RC 7 27 1025	San Bernardino Sexual Assault Services A	\$10,313.00	\$2,578	\$68,003.00	\$175,836.00	\$0.00	\$256,730
RC 7 A5 1025	San Bernardino Sexual Assault Services B (Indio)	\$55,184.00	\$13,796	\$43,391.00	\$57,015.00	\$0.00	\$169,386
RC 7 5 1025	San Bernardino Sexual Assault Services C (Morongo)	\$95,574.00	\$23,894	\$34,914.00	\$0.00	\$0.00	\$154,382
RC 7 27 1032	San Francisco W.A.R.	\$132,417.00	\$33,104	\$48,369.00	\$0.00	\$0.00	\$213,890
RC 7 27 1040	Santa Barbara Rape Crisis Center	\$137,603.00	\$34,401	\$50,267.00	\$0.00	\$0.00	\$222,271
RC 7 27 1034	Sexual Assault & Domestic Violence Center	\$89,471.00	\$22,368	\$34,602.00	\$0.00	\$0.00	\$146,441
RC 7 24 1052	Sexual Assault Crisis Agency	\$150,588.00	\$37,647	\$55,014.00	\$0.00	\$0.00	\$243,249
RC 7 27 1037	Sexual Assault Recovery & Prevention Center of San Luis Obispo County	\$101,755.00	\$25,439	\$39,353.00	\$0.00	\$0.00	\$166,547
RC 7 24 1053	Shasta County Women's Refuge	\$123,838.00	\$30,960	\$47,894.00	\$0.00	\$0.00	\$202,692
RC 7 13 1255	Siskiyou Domestic Violence & Crisis Center	\$81,087.00	\$20,272	\$29,618.00	\$0.00	\$0.00	\$130,977
RC 7 12 1579	Sure Helpline Center	\$81,741.00	\$20,435	\$29,855.00	\$0.00	\$0.00	\$132,031
RC 7 15 1450	T.E.A.C.H., Inc.	\$67,547.00	\$16,887	\$24,671.00	\$0.00	\$0.00	\$109,105
RC 7 18 1561	Tahoe Women's Services	\$87,580.00	\$21,895	\$31,991.00	\$0.00	\$0.00	\$141,466
RC 7 27 1018	Tri-Valley Haven for Women	\$125,884.00	\$31,471	\$45,995.00	\$0.00	\$0.00	\$203,350
RC 7 27 1002	United Against Sexual Assault of Sonoma County	\$146,709.00	\$36,677	\$53,591.00	\$0.00	\$0.00	\$236,977
RC 7 21 1253	University Corporation A	\$176,487.00	\$44,122	\$68,255.00	\$0.00	\$0.00	\$288,864
RC 7 10 1253	University Corporation B (NWLA)	\$98,879.00	\$24,720	\$36,117.00	\$0.00	\$0.00	\$159,716
RC 7 27 1014	Volunteer Center of Napa County, Inc.	\$118,930.00	\$29,733	\$45,995.00	\$0.00	\$0.00	\$194,658
RC 7 20 1196	WEAVE, Inc.	\$186,150.00	\$46,538	\$68,003.00	\$0.00	\$0.00	\$300,691
RC 7 23 1057	Wild Iris Women's Services A	\$82,354.00	\$20,589	\$30,092.00	\$0.00	\$0.00	\$133,035
RC 7 19 1057	Wild Iris Women's Services B	\$82,354.00	\$20,589	\$30,092.00	\$0.00	\$0.00	\$133,035
RC 7 27 1101	Women's Center of San Joaquin County	\$186,149.00	\$46,537	\$68,003.00	\$0.00	\$0.00	\$300,689
RC 7 10 1207	Women's Center, High Desert	\$68,395.00	\$17,099	\$24,984.00	\$0.00	\$0.00	\$110,478
RC 7 27 1026	Women's Crisis Center	\$181,784.00	\$45,446	\$66,407.00	\$0.00	\$0.00	\$293,637
RC 7 26 1044	Women's Crisis Support - Defensa de Mujeres	\$103,569.00	\$25,892	\$40,055.00	\$0.00	\$0.00	\$169,516
RC 7 27 1028	Women's Resource Center	\$86,928.00	\$21,732	\$31,754.00	\$0.00	\$0.00	\$140,414
RC 7 27 1055	Womenspace Unlimited, Inc., A (S.L.T. Women's Center)	\$104,446.00	\$26,112	\$38,163.00	\$0.00	\$0.00	\$168,721
RC 7 8 1055	Womenspace Unlimited, Inc., B	\$67,547.00	\$16,887	\$24,671.00	\$0.00	\$0.00	\$109,105
RC 7 23 1123	YWCA of Greater Los Angeles	\$147,971.00	\$36,993	\$54,069.00	<u>\$0.00</u>	<u>\$0.00</u>	\$239,033
RC 7 27 1024	YWCA of Silicon Valley A (Central)	\$170,478.00	\$42,620	\$65,931.00	\$0.00	\$0.00	\$279,029
RC 7 5 1024	YWCA of Silicon Valley B (Northern)	\$99,259.00	\$24,815	\$36,263.00	\$0.00	\$0.00	\$160,337
	TOTAL FUNDING	\$9,431,836.00	\$2,357,959.00	\$3,670,000.00	\$582,120.00	\$50,000.00	\$16,091,915.00

FY 2007/08 Additional "SART" Amounts
(Highlighted projects receive a separate SART grant)

Attachment A1
Page 1 of 2

Recipient	Add'l "SART" Amount
A Woman's Place of Merced County	
Alameda County Medical Center	\$10,076
Alliance Against Family Violence	\$7,863
Antelope Valley Health District	\$6,520
Bay Area Women Against Rape	
C.A.S.A. (Hemet)	\$7,705
Casa de Esperanza	\$5,453
Center for Community Solutions A (San Diego)	
Center for Community Solutions B (East)	\$5,690
Center for Community Solutions C (N. E.)	
Center for Pacific-Asian Family	\$3,754
Coalition to End Family Violence Ventura	\$8,574
Community Action Partnership of Madera County	\$5,176
Community Service Programs, Inc. A (North)	\$9,957
Community Service Programs, Inc. B (South)	\$6,757
Community Solutions for Children Families and Individuals A (Hollister)	\$4,623
Community Solutions for Children Families and Individuals B (San Benito)	\$3,754
Community Violence Solutions A (S. Pablo)	
Community Violence Solutions B (Marin)	
Community Violence Solutions C	
DV/SA Coalition	\$6,638
East Los Angeles Women's Center	\$9,562
El Dorado Women's Center	\$5,769
Family Services of Tulare Co.	
Haven Women's Center	\$7,705
Human Resources Council	\$6,085
Human Response Network	\$4,544
Kings Community Action	\$3,754
Lake Family Resource Center	\$3,754
Lassen Family Services	\$4,584
Martin Luther King - Rosa Parks	\$6,796
Monterey Rape Crisis	
Mountain Women's Resource Center	\$5,611
North Coast Rape Crisis Team A (Humboldt)	
North Coast Rape Crisis Team B	\$5,176
North County Rape Crisis	
Operation Care	\$5,453
Peace Over Violence A	
Peace Over Violence B (WSGV)	
Placer Women's Center, Inc	\$5,374
Plumas Crisis Intervention and Resource Center A	\$3,754
Plumas Crisis Intervention and Resource Center B (Sierra)	\$3,754
Project Sanctuary, Inc. A (Ukiah)	\$5,532
Project Sanctuary, Inc. B (Fort Bragg)	\$4,584
Project Sister SA Crisis Center	\$9,483
Rape Counseling Services of Fresno, Inc. A	

FY 2007/08 Additional "SART" Amounts
(Highlighted projects receive a separate SART grant)

Attachment A1
Page 2 of 2

Recipient	Add'l "SART" Amount
Rape Counseling Services of Fresno, Inc. B (West)	\$5,571
Rape Crisis Intervention A (Butte/Glenn)	\$7,191
Rape Crisis Intervention B (Tehama)	\$5,769
Rape Trauma Services	\$8,614
Rape Treatment Cntr of Santa Monica	\$10,313
Riverside Area Rape Crisis	\$8,061
SafeQuest Solano, Inc.	\$7,033
San Bernardino Sexual Assault Services A	\$10,313
San Bernardino Sexual Assault Services B (Indio)	
San Bernardino Sexual Assault Services C (Morongo)	\$5,295
San Francisco Women Against Rape	\$7,350
Santa Barbara Rape Crisis Center	\$7,626
Sexual Assault & Domestic Violence	
Sexual Assault Crisis Agency	\$8,337
Sexual Assault Recovery & Prevention Center	
Shasta Co. Women's Refuge	
Siskiyou S/A Program	\$4,505
SURE Helpline	\$4,544
T.E.A.C.H., Inc.	\$3,754
Tahoe Women's Services	\$4,860
Tri-Valley Haven for Women	\$6,954
United Against Sexual Assault of SC	\$8,140
University Corporation A	
University Corporation B (NWLA)	\$5,492
Volunteer Center of Napa Co.	
WEAVE, Inc.	\$10,313
Wild Iris Women's Services A	\$4,544
Wild Iris Women's Services B Inyo	\$4,544
Women's Center of San Joaquin	\$10,313
Women's Center, High Desert	\$3,793
Women's Crisis Center	\$10,076
Women's Crisis Support	
Women's Resource Center	\$4,821
Womenspace Unlimited, Inc. A (S.L.T. Women's Center)	\$5,769
Womenspace Unlimited, Inc., B (Alpine)	\$3,754
YWCA of Greater Los Angeles	\$8,179
YWCA of Silicon Valley A (Central)	
YWCA of Silicon Valley B (Northern)	\$5,492
TOTAL	\$395,136

SERVICE STANDARDS FOR THE OPERATIONS OF RAPE CRISIS CENTERS (7/1/05)

These service components are central to the operations of rape crisis centers and to the rights and needs of rape/sexual assault victims. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion, a service standard that is the **minimum level** of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, dependent adult and elder abuse, or cases involving the potential of great bodily harm to oneself or others, centers must guarantee confidentiality to all clients. The sole source of information regarding clients must be the client her/himself. Centers should have the client sign a waiver in the event the client wishes to allow their case to be discussed with any individual not employed by the center.

- A. SERVICES** - The goal of intervention is to reduce the level of trauma experienced as a result of a sexual assault by assisting victims in strengthening their coping skills through empathetic response and support during all initial and subsequent contacts.

- 1. Crisis Intervention Services** - The provision of initial services to sexual assault victims.

Service Standard

- a. Centers must maintain a 24-hour, seven day-a-week telephone line using the services of an answering service and/or a call forwarding system. The purpose of this service is to provide crisis intervention services for victims of sexual assault, family or friends, and to receive referrals from law enforcement, hospitals, and community agencies. The crisis line must be staffed at all times by staff or volunteers who are trained to provide crisis intervention and information and referral to victims of sexual assault.
- b. A trained staff member or volunteer must be immediately accessible to callers on a 24-hour basis. Immediately accessible means a waiting period not to exceed 10 minutes. Availability of an answering service to take messages is not considered full coverage and does not meet the minimum criteria.
- c. A trained staff member or volunteer is defined as an individual who has successfully completed a minimum of 40 hours of training pursuant to Evidence Code Section 1035.2 (Appendix 1), and participates in continuing education programs.
 - 1) Centers must provide a minimum of 40 hours of training to staff, volunteers and supervisors in order to meet the statutory requirements for client confidentiality. Centers must issue a Certificate of Completion of Sexual Assault Counselor Training to qualified sexual assault counselors and maintain a copy of the Certificate in the counselor's personnel file with course agenda attached.
 - 2) The training curriculum must include, but is not limited to, the following subject areas: Rape Trauma Syndrome; child sexual abuse; crisis intervention principles and techniques; medical, law enforcement, criminal justice/legal procedures; mandated reporting laws; confidentiality; referral methods and resources; historical, psychological, and socio-cultural aspects of sexual assault; and the provision of services directed toward groups that have experienced discrimination. All subject areas are to be specific to sexual assault victims.
 - 3) A training manual must be developed and provided to each staff member and volunteer staffing the crisis line. The manual must cover the training curriculum listed above and must include policies and procedures for volunteers. (See Section G. 2.)
 - 4) Sexual assault counselors must participate in 12 hours of continuing education each year. No more than 4 hours may be self-study (e.g. reading assignment, approved educational video). The remaining 8 hours must be participatory (e.g. trainings conducted by the RCC, case management, workshops focusing on sexual assault issues, teleconference trainings, educational conference calls) and focus on sexual assault and/or issues that arise during provision of sexual assault services. Sexual assault counselor's personnel files must include documentation to support attendance at 12 hours of continuing education training including, at a minimum, training dates, time, topic and location. Conference agendas and supporting documentation should be included when available.

- d. Adequate supervision of volunteers is essential in order to ensure consistent quality of services. The staff of the center must supervise volunteers. This must include a system that requires contact between staff and volunteers within the time frame outlined in the volunteer policies of the individual agency. The purpose of the contact is to report having received a crisis call and to discuss actions taken or methods of proceeding.
 - e. Staff and volunteers handle initial client contacts, provide immediate crisis intervention, follow-up contact, and in-person counseling in order to ensure consistent services. If the center does not provide long-term counseling services, the case must be referred to a qualified professional with expertise in sexual assault counseling depending on the needs of the victim. (B.1. and 4.)
 - f. At a minimum, centers must serve the same number of sexual assault victims as there are cases of forcible rape (Penal Code [P.C.] Section 261) reported to law enforcement agencies within the center's service area during the grant year. Sexual assault includes, but is not limited to the following violations listed in the California P.C.: rape; unlawful intercourse; gang rape; rape by foreign object; spousal rape; attempted rape; assault with intent to rape; sexual battery; oral copulation; sodomy; incest; annoying or molesting a child; lewd or lascivious conduct with a child; and unlawful sexual intercourse, oral copulation or sodomy when consent is procured by fear or fraudulent representation with intent to create fear.
 - g. Business Hours - P.C. Section 13837 (Appendix B) requires centers to maintain regular business hours.
 - 1) All rape crisis centers must maintain "normal business hours." This means center offices must be open to the public Monday through Friday for a continuous 8 hour period that occurs between 8:00 a.m. and 5:00 p.m. with the only exception being closure during the lunch hour.
 - 2) All rape crisis centers must make every possible effort to have staff in the office to respond to telephone inquiries, drop-in clients or members of the public during their established business hours.
 - 3) Rape crisis centers with a full-time office worker/secretary/clerical position must have staff in their office at all times during their business hours.
2. **Follow-up Counseling Services** - Client contact made either by telephone or in-person immediately after the initial crisis and/or subsequently thereafter in order to meet the immediate and on-going needs of the client, ensure the continuity of services, and/or to offer and arrange a referral related to the client's needs.

Service Standard

- a. Centers must offer to contact all clients within 3 working days after providing crisis intervention services and shall do so when appropriate and/or according to the needs of the client.
 - b. A minimum of 45 % of clients receiving crisis intervention services must receive follow-up counseling services. An attempt to provide this service for each client is required.
 - c. Centers must establish intervals during which staff or volunteers will attempt to contact all clients after the initial provision of crisis intervention and initial follow-up contact.
 - d. Follow-up counseling also means that centers must perform periodic assessments of each client's needs. The frequency of such assessment must be based upon the severity and characteristics of each individual case. Counseling intervention plans must be modified according to the assessment results.
3. **Short-term In-person Counseling Services** - The provision of one-to-one, face- to-face counseling services for up to 10 weeks from the first counseling session.

Service Standard

- a. In addition to the provision of telephone counseling, centers must provide one-to-one, face-to-face, short-term counseling services. The service provider must be a trained staff member or volunteer who has received a minimum level of training and supervision. (A. 1. c. and 1. d.)

- b. All sexual assault victims who contact the center's crisis telephone, business office telephone, or business office must be offered in-person counseling services when indicated by their needs.
4. **Long-term In-person Counseling Services** - The provision of one-to-one, face-to-face, counseling services provided for longer than 10 weeks by non-licensed, peer counsel counselors, licensed therapists, interns or trainees.

Service Standard

- a. Centers must make long-term counseling services available. This means to provide the service or to make arrangements through other agencies or individuals.
 - b. Centers that offer long-term counseling services must provide counselors who have a minimum of two years of supervised counseling experience, at least one of which is in rape crisis counseling, or have 40 hours of training and be supervised by a person with the experience described above; or, be a licensed therapist, intern or trainee with expertise in sexual assault counseling.
 - c. A written consent for treatment should be signed by clients prior to provision of long-term counseling services.
 - d. Referral resources for long-term counseling services must be selected by center staff. The screening and selection process must include personal interviews. Letters of agreement must be developed between the center and these resources that clearly delineate expectations and services of the parties involved.
 - e. When clients are referred out of the agency for long-term counseling, a minimum of 3 choices must be provided. Of these, only one can be staff, an active board member, or a volunteer of the center.
5. **Long-term Therapy Services** - The provision of or referral to services provided by licensed therapists or supervised clinical interns with expertise in sexual assault counseling.

Service Standard

- a. Centers must make long-term therapy services available. This means to provide the service or to make arrangements through other agencies or individuals.
 - b. A written consent for treatment should be signed by clients prior to the provision of long-term therapy.
 - c. Referral resources for long-term therapy services must be selected by center staff. The screening and selection process must include personal interviews of the referral resources. Letters of agreement must be developed between the center and these resources that clearly delineate the expectations and services of the parties involved.
 - d. When clients are referred to private therapists, a minimum of 3 choices must be provided. Of these, only one can be staff, an active board member, or a volunteer of the center
6. **Support Groups** - Facilitated group of sexual assault survivors to offer information and mutual support.

Service Standard

- a. Centers must provide for the availability of support groups. This means to provide the service or to make arrangements for the provision of these groups through other agencies or individuals.
- b. If the service is provided by the center, the facilitator must be a trained staff member or volunteer who has received the minimum 40-hour training, or is a licensed therapist with expertise in sexual assault treatment, and who receives a minimum level of supervision, and has training and experience in facilitating a support group.

- c. Referral resources for the provision of support groups must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resource. Formal letters of agreement must be developed between the center and these resources which clearly delineate the expectations and services of the parties involved, including training, and must be signed by representatives of both parties. Centers must evaluate the quality of services provided by referral resources on an annual basis.

7. Accompaniment Services - Escorting or meeting face-to-face with sexual assault clients at appropriate places of their choice.

Service Standard

- a. Centers must provide for the availability of accompaniment services. This means to provide the service or to make arrangements through other agencies or organizations to provide accompaniment. These services must be available on a 24-hour basis.
- b. Accompaniment services must be provided for sexual assault victims to hospitals, law enforcement agencies, district attorney's offices, court proceedings, and other agencies or locations according to the needs of the client.
- c. Staff or volunteers providing this service must have completed the 40-hour training program and must participate in continuing education programs.
- d. Centers that refer to other agencies for provision of accompaniment services must develop a formal letter of agreement with those agencies. The letter must clearly delineate the expectations of each party, including training, and be signed by representatives of both agencies. Centers must evaluate the quality of services provided by referral resources on an annual basis.
- e. Clients receiving crisis intervention services must be offered accompaniment services when indicated by the needs of that client.

8. Advocacy Services - The process by which rape crisis counselors intervene with other agencies or individuals on behalf of sexual assault victims to achieve a particular goal or result desired by that victim.

Service Standard

- a. Centers must provide for the availability of advocacy services. This means to provide the service or to make arrangements through other agencies or organizations to provide advocacy. These services must be available on a 24-hour basis.
- b. Advocacy services must be provided for sexual assault victims with hospitals, law enforcement agencies, district attorney's offices, court proceedings, and other agencies or locations according to the needs of the client.
- c. Staff or volunteers providing this service must have completed the 40-hour training program and must participate in continuing education programs.
- d. Centers that refer to other agencies for the provision of advocacy services must develop a formal letter of agreement with those agencies. The letter must clearly delineate the expectations of each party, including training, and be signed by representatives of both agencies. Centers must evaluate the quality of services provided by referral resources on an annual basis.
- e. Clients receiving crisis intervention services must be offered advocacy services when indicated by the needs of that client.

9. **Information and Referral Services** - The provision of sexual assault-related information and/or referrals regarding community resources.

Service Standard

- a. Centers must respond to requests for information from the general public, as well as from persons receiving services, and must provide referrals to community resources.
- b. A referral resources list must be developed, maintained, and regularly updated which includes the following: law enforcement agencies, district and city attorney's offices, medical care providers, mental health treatment facilities, county departments of social services, child protective services, rape crisis centers, domestic violence centers, child sexual abuse treatment programs, victim/witness assistance centers, and a list of licensed therapists with knowledge and expertise in the area of sexual assault.
- c. Referral resources for treatment must be selected by staff of the center. The screening and selection process must include personal or telephone interviews of the referral resources. When appropriate, letters of agreement should be developed between the centers and these resources which clearly delineate the expectations and services of the parties involved, including training, and should be signed by representatives of both agencies.

10. **Community Education Programs**

Service Standard

- a. Centers must provide community outreach and education programs.
- b. Community outreach includes, but is not limited to, efforts made through public speaking engagements, and use of the real time educational instruction to inform the community about the services and operations of the center, and/or information regarding sexual assault.
- c. A community education program means a program, workshop, seminar or real time educational instruction (e.g., in-person via teleconferencing or web conferencing) in which information is provided regarding sexual assault.
- d. Community education programs must be presented by certified sexual assault counselors, as described in Section A.1.c and P.C. Section 1035.2 (Appendix A).

- B. **AGENCY COORDINATION** - Centers must establish themselves as active participants in local public and private service networks in order to provide for timely and comprehensive responses to sexual assault victim's needs.

Service Standard

1. Centers must develop and maintain cross-referral arrangements between local hospitals, law enforcement agencies, district attorney's office, victim/witness assistance centers, social service providers and other community agencies, such as treatment providers. This must be documented by a formal letter of agreement regarding cross-referrals, clearly delineating the expectations of each party, including training, and signed by representatives of both agencies.
2. The center must regularly provide training and receive training from the above-described agencies.
3. Centers must directly assist, or must refer clients to victim/witness assistance centers or private attorneys for assistance in the preparation of victim compensation claims for submission to the Victim Compensation and Government Claims Board.

4. Centers must participate in regularly-scheduled (quarterly, at a minimum) multi-disciplinary meetings to develop or enhance multi-disciplinary sexual assault response team (SART) efforts in their local service area. The purpose of these meetings is to implement a comprehensive, sensitive, coordinated system of intervention and care for sexual assault victims. The primary partners of the SART team should include, but are not limited to: rape crisis centers, local law enforcement, District Attorney's office, crime laboratory, sexual assault forensic medical examination team(s), county victim/witness assistance center, and representatives of local medical site(s) at which forensic sexual assault examinations are conducted.

- C. HUMAN RELATIONS TRAINING** - Centers must provide training to all staff and volunteers on a yearly basis on providing services directed toward groups that have experienced discrimination and prejudice. This is in addition to the 40-hour training listed in Section A.1.c.

Service Standard

1. This training must focus on educating staff and volunteers regarding groups that have experienced prejudice and discrimination on the basis of race, sex, age, class, religious belief, disability, or sexual orientation and the effect of these practices on service delivery for victims of sexual assault. This training must emphasize the correlation between oppression of any group in our culture and the dynamics of sexual assault.
2. Training must be provided by persons who have expertise in the subject area.

- D. INCLUSION OF MINORITY GROUPS IN SERVICES AND OPERATIONS**

Service Standard

Centers must include members of minority groups in their services and operations. This means:

1. Recruitment that is directed to all minority groups in the service area.
2. Centers must make every attempt to provide services to members of minority groups that are proportionate to the demographic characteristics of the service area. These services must be culturally appropriate.
3. The composition of the agency's staff, and of their volunteers, must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include, but are not be limited to, the following:
 - a. Evidence of a plan adopted by the governing board to meet the recruitment criteria;
 - b. Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
 - c. Evidence or documentation of outreach to local leaders and community groups;
 - d. Outreach to business and professional organizations; and
 - e. Outreach to local colleges and universities.
4. Centers must provide culturally and ethnically relevant materials for outreach and community education efforts
5. Centers must provide education programs in the predominant language(s) of the community.

- E. ADMINISTRATION**

1. **Paid Staff**

Service Standard

- a. The minimum number of initial training hours that must be provided for paid staff is 40 hours.

- b. The training curriculum must include, but is not limited to, the following subject areas: Rape Trauma Syndrome; child sexual abuse; crisis intervention principles and techniques; medical, law enforcement, and criminal justice/legal procedures; mandated reporting laws; confidentiality; referral methods and resources; historical, psychological, and socio-cultural aspects of sexual assault; training on providing services directed toward groups that have experienced discrimination; and training pertinent to specific staff assignments. The above subject areas are to be specific to sexual assault victims.
- c. In addition to the initial 40-hour training program, staff must be offered ongoing, culturally appropriate training to keep them abreast of current developments and trends in the field of sexual assault.
- d. Each new staff person must receive an orientation to the agency that must include, but not be limited to, a job description, personnel policies, and training requirements.

2. **Volunteer Staff**

Service Standard

Centers must maintain up-to-date volunteer policies that include, at a minimum, policies for: leave; attendance at continuing education programs; time commitments; confidentiality; travel expense reimbursement; and regular volunteer evaluations. Acknowledgment of receipt and understanding of these policies must be documented by the volunteer's signature.

3. **Volunteer Board of Directors**

Service Standard

- a. The board must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained that reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include, but are not be limited to, the following:
 - 1) Evidence of a plan adopted by the governing board to meet the recruitment criteria;
 - 2) Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
 - 3) Evidence or documentation of outreach to local leaders and community groups;
 - 4) Outreach to business and professional organizations; and
 - 5) Outreach to local colleges and universities.
- b. A formal selection process must be established for board members.
- c. Directors must be provided with training to include such topics as: history and goals of the organization; information about funding sources; general expectations; board member responsibilities including fund-raising; copies of bylaws, articles of incorporation, and personnel policies.

F. **INTERNAL MANAGEMENT**

Service Standard

Centers must develop adequate policies and procedures to protect the agency from legal liability.

- 1. Centers must maintain and follow up-to-date bylaws.
- 2. Centers must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
- 3. Centers must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.

4. Centers must maintain records to substantiate the number of clients served, the number of prevention and educational programs provided and the number of attendees.
5. Centers must have regularly scheduled staff meetings to discuss agency business, which includes but is not limited to information about funding sources and national, statewide, and local coalitions for rape crisis centers.
6. Centers must conform to Generally Accepted Accounting Principles (GAAP).

CALIFORNIA EVIDENCE CODE

Evidence Code Section 1035.2 – “Sexual Assault Victim Counselor” Defined

As used in this article, “sexual assault victim counselor” means any of the following:

- (a) A person who is engaged in any office, hospital, institution, or center commonly known as a rape crisis center, whose primary purpose is the rendering of advice or assistance to victims of sexual assault and who has received a certificate evidencing completion of a training program in the counseling of sexual assault victims issued by a counseling center that meets the criteria for the award of a grant established pursuant to Section 13837 of the Penal Code and who meets one of the following requirements:
 - (1) Is a psychotherapist as defined in Section 1010; has a master’s degree in counseling or a related field; or has one year of counseling experience, at least six months of which is in rape crisis counseling.
 - (2) Has 40 hours of training as described below and is supervised by an individual who qualifies as a counselor under paragraph (1). The training, supervised by a person qualified under paragraph (1), shall include, but not be limited to, the following areas: law, medicine, societal attitudes, crisis intervention and counseling techniques, role playing, referral services, and sexuality.
- (b) A person who is employed by any organization providing the programs specified in Section 13835.2 of the Penal Code, whether financially compensated or not, for the purpose of counseling and assisting sexual assault victims, and who meets one of the following requirements:
 - (1) Is a psychotherapist as defined in Section 1010; has a master’s degree in counseling or a related field; or has one year of counseling experience, at least six months of which is in rape assault counseling.
 - (2) Has the minimum training for sexual assault counseling required by guidelines established by the employing agency pursuant to subdivision (c) of Section 13835.10 of the Penal Code, and is supervised by an individual who qualifies as a counselor under paragraph (1). The training, supervised by a person qualified under paragraph (1), shall include, but not be limited to, the following areas: law, victimology, counseling techniques, client and system advocacy, and referral services.

Evidence Code Section 1035.4 “Confidential Communication Between Sexual Assault Counselor and Victim” Defined

As used in this article, “confidential communication between the sexual assault counselor and the victim” means information transmitted between the victim and the sexual assault counselor in the course of their relationship and in confidence by a means which, so far as the victim is aware, discloses the information to no third persons other than those who are present to further the interests of the victim in the consultation or those to whom disclosures are reasonably necessary for the transmission of the information or an accomplishment of the purposes for which the sexual assault counselor is consulted. The term includes all information regarding the facts and circumstances involving the alleged sexual assault and also includes all information regarding the victim’s prior or subsequent sexual conduct, and opinions regarding the victim’s sexual conduct or reputation in sexual matters.

The court may compel disclosure of information received by the sexual assault counselor which constitutes relevant evidence of the facts and circumstances involving an alleged sexual assault about which the victim is complaining and which is the subject of a criminal proceeding if the court determines that the probative value outweighs the effect on the victim, the treatment relationship, and the treatment services if disclosure is compelled.

When a court is ruling on a claim of privilege under this article, the court may require the person from whom disclosure is sought or the person authorized to claim the privilege, or both, to disclose the information in chambers out the presence and hearing of all persons except the person authorized to claim the privilege and such other persons as the person authorized to claim the privilege is willing to have present. If the judge determines that the information is privileged and must not be disclosed, neither he or she nor any other person may ever disclose, without the consent of a person authorized to permit disclosure, what was disclosed in the course of the proceedings in chambers.

If the court determines certain information shall be disclosed, the court shall so order and inform the defendant. If the court finds there is a reasonable likelihood that particular information is subject to disclosure pursuant to the balancing test provided in this section, the following procedure shall be followed:

- (1) The court shall inform the defendant of the nature of the information, which may be subject to disclosure.
- (2) The court shall order a hearing out of the presence of the jury, if any, and the hearing allow the questioning of the sexual assault counselor regarding the information which the court has determined may be subject to disclosure.
- (3) At the conclusion of the hearing, the court shall rule which items of information, if any, shall be disclosed. The court may make an order stating what evidence may be introduced by the defendant and the nature of questions to be permitted. The defendant may then offer evidence pursuant to the order of the court. Admission of evidence concerning the sexual conduct of the complaining witness is subject to Sections 352, 782, and 1103.

Evidence Code Section 1035.6 “Holder of the Privilege” Defined

As used in this article, “holder of the privilege” means:

- (a) The victim when such person has no guardian or conservator.
- (b) A guardian or conservator of the victim when the victim has a guardian or conservator.
- (c) The personal representative of the victim if the victim is dead.

Evidence Code Section 1035.8 When Privilege to Refuse to Disclose Confidential Communication May Be Claimed

A victim of a sexual assault, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between the victim and a sexual assault victim counselor if the privilege is claimed by:

- (a) The holder of the privilege;
- (b) A person who is authorized to claim the privilege by the holder of the privilege; or
- (c) The person who was the sexual assault victim counselor at the time of the confidential communication, but such person may not claim the privilege if there is no holder of the privilege in existence or if he is otherwise instructed by a person authorized to permit disclosure.

Evidence Code Section 1036 When Counselor Shall Claim Privilege

The sexual assault victim counselor who received or made a communication subject to the privilege under this article shall claim the privilege whenever he is present when the communication is sought to be disclosed and is authorized to claim the privilege under subdivision (c) Section 1035.8.

Evidence Code Section 1036.2 “Sexual Assault” Defined

As used in this article, “sexual assault” includes all of the following:

- (a) Rape, as defined in Section 261 of the Penal Code.
- (b) Unlawful sexual intercourse, as defined in Section 261.5 of the Penal Code.
- (c) Rape in concert with force and violence, as defined in Section 264.1 of the Penal Code.
- (d) Rape of a spouse, as defined in Section 262 of the Penal Code.
- (e) Sodomy, as defined in Section 262 of the Penal Code, except a violation of subdivision (e) of that section.
- (f) A violation of Section 288 of the Penal Code.
- (g) Oral copulation, as defined in Section 288a of the Penal Code, except a violation of subdivision (e) of that section.
- (h) Penetration of the genital or anal opening of another person with a foreign object, substance, instrument, or device, as specified in Section 289 of the Penal Code.
- (i) Annoying or molesting a child under 18, as defined in Section 647a of the Penal Code.
- (j) Any attempt to commit any of the above acts.

CALIFORNIA PENAL CODE

Penal Code Section 13836 – Advisory Committee; Duties; Sex Crime Prosecution Units

The Office of Criminal Justice Planning shall establish an advisory committee, which shall develop a course of training for district attorneys in the investigation and prosecution of sexual assault cases, child sexual exploitation cases, and child sexual abuse cases and shall approve grants awarded pursuant to Section 13837. The courses shall include training in the unique emotional trauma experienced by victims of these crimes.

It is the intent of the Legislature in the enactment of this chapter to encourage the establishment of sex crime prosecution units, which shall include, but not be limited to, child sexual exploitation and child sexual abuse cases, in district attorneys' offices throughout the state.

Penal Code Section 13836.1 – Members of Advisory Committee; Compensation; Expenses

Such committee shall consist of 11 members. Five shall be appointed by the executive director of the Office of Criminal Justice Planning, and shall include three district attorneys or assistant or deputy district attorneys, one representative of a city police department or a sheriff or a representative of a sheriff's department, and one public defender or assistant or deputy public defender of a county. Six shall be public members appointed by the Commission on the Status of Women, and shall include one representative of a rape crisis center, and one medical professional experienced in dealing with sexual assault trauma victims. The committee members shall represent the points of view of diverse ethnic and language groups.

Members of the committee shall receive no compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties. Staff support for the committee shall be provided by the Office of Criminal Justice Planning.

Penal Code Section 13837 – Rape Victim Counseling Centers

13837. (a) The OES shall provide grants to proposed and existing child sexual exploitation and child sexual abuse victim counseling centers and prevention programs. Grant recipients shall provide appropriate in-person counseling and referral services during normal business hours, and maintain other standards or services which shall be determined to be appropriate by the advisory committee established pursuant to Section **13836** as grant conditions. The advisory committee shall identify the criteria to be utilized in awarding the grants provided by this chapter before any funds are allocated.

In order to be eligible for funding pursuant to this chapter, the centers shall demonstrate an ability to receive and make use of any funds available from governmental, voluntary, philanthropic, or other sources which may be used to augment any state funds appropriated for purposes of this chapter. Each center receiving funds pursuant to this chapter shall make every attempt to qualify for any available federal funding.

State funds provided to establish centers shall be utilized when possible, as determined by the advisory committee, to expand the program and shall not be expended to reduce fiscal support from other public or private sources. The centers shall maintain quarterly and final fiscal reports in a form to be prescribed by the administering agency. In granting funds, the advisory committee shall give priority to centers which are operated in close proximity to medical treatment facilities.

(b) (1) It is the intent of the Legislature that a goal or purpose of the OES shall be to ensure that all victims of sexual assault and rape receive comprehensive, quality services, and to decrease the incidence of sexual assault through school and community education and prevention programs.

(2) The OES and the advisory committee established pursuant to Section **13836** shall collaboratively administer sexual assault/rape crisis center victim services programs and provide grants to proposed and existing sexual assault services programs (SASPs) operating local rape victim centers and prevention programs. All SASPs shall provide the services in subparagraphs (A) to (G), inclusive, and to the extent federal funding is made available, shall also provide the service described in subparagraph (H). The OES shall provide financial and technical assistance to SASPs in implementing the following services:

- (A) Crisis intervention, 24 hours per day, seven days per week.
- (B) Followup counseling services.
- (C) In-person counseling, including group counseling.
- (D) Accompaniment services.
- (E) Advocacy services.
- (F) Information and referrals to victims and the general public.
- (G) Community education presentations.
- (H) Rape prevention presentations and self-defense programs.

(3) The funding process for distributing grant awards to SASPs shall be administered as follows:

(A) The OES and the advisory committee established pursuant to Section **13836** shall collaboratively adopt each of the following:

(i) The process and standards for determining whether to grant, renew, or deny funding to any SASP applying or reapplying for funding under the terms of the program.

(ii) For SASPs applying for grants under the RFP process described in subparagraph (B), a system for grading grant applications in relation to the standards established pursuant to clause (i), and an appeal process for applications that are denied. A description of this grading system and appeal process shall be provided to all SASPs as part of the application required under the RFP process.

(iii) For SASPs reapplying for funding under the RFA process described in subparagraph (D), a system for grading the performance of SASPs in relation to the standards established pursuant to clause (i), and an appeal process for decisions to deny or reduce funding. A description of this grading system and appeal process shall be provided to all SASPs receiving grants under this program.

(B) Grants for centers that have previously not been funded or were not funded in the previous cycle shall be awarded as a result of a competitive request for proposal (RFP) process. The RFP process shall comply with all applicable state and federal statutes for sexual assault/rape crisis center funding, and to the extent possible, the response to the RFP shall not exceed 25 narrative pages, excluding attachments.

(C) Grants shall be awarded to SASPs that propose to maintain services previously granted funding pursuant to this section, to expand existing services or create new services, or to establish new sexual assault/rape crisis centers in underserved or unserved areas. Each grant shall be awarded for a three-year term.

Attachment B – APPENDIX 2

(D) SASPs reapplying for grants shall not be subject to a competitive bidding grant process, but shall be subject to a request for application (RFA) process. The RFA process for a SASP reapplying for grant funds shall consist in part of an assessment of the past performance history of the SASP in relation to the standards established pursuant to subparagraph (A). The RFA process shall comply with all applicable state and federal statutes for sexual assault/rape crisis center funding, and to the extent possible, the response to the RFA shall not exceed 10 narrative pages, excluding attachments.